



PERSONAL PROTECTIVE EQUIPMENT

7/1/98; Updated 2014

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

PURPOSE

The purpose of this policy is to set forth requirements as required by OSHA regulation (Title 29 of the Code of Federal Regulations, Subpart I – Personal Protective Equipment (PPE), Part Number 1910 General Industry) to provide PPE for employees of the South Carolina Department of Administration to use to reduce employee exposure to hazards when engineering and administrative controls are not feasible or effective in reducing those exposures to acceptable levels. This PPE policy addresses the hazards present; the selection, maintenance and use of PPE; employee training; and monitoring to ensure this PPE program remains effective.

POLICY

Department of Administration employees shall wear approved PPE appropriate for and when exposed to various known existing or potential workplace hazards.

PROCEDURES

1. General:

- A. A job safety / hazard analyses (JSA) shall be conducted for each work process to identify workplace hazards. Suitable types of PPE for each identified workplace hazard are to be included in a PPE Assessment. Safety will assist teams conduct a JSA of their various work processes and will maintain the PPE Assessment.
- B. PPE includes clothes and other equipment needed to protect the head, eyes, face, arms, hands, legs, feet, and/or body from hazard exposure. PPE provided to and/or used by a Department of Administration employee shall be appropriate to protect from the hazards involved, the weather, and work environment and for the duties performed. When hazards cannot be eliminated and are not adequately mitigated, i.e., by engineering or administrative controls, appropriate PPE must be provided and used as it is the last form of employee protection. A work process may have multiple hazards that may require the employee to wear more than one type of PPE. Hard hats, respirators, face shields, hearing protection, protective eyewear and other PPE can all interfere with each other so must be chosen carefully for correct integration.
- C. Employees shall request PPE in accordance with this policy and team specific procedures.

- D. It is the employee's responsibility to select, fit and wear the available PPE appropriate for the hazard(s) of the job at hand.
- E. Caution should be used when wearing jewelry. Due to choking, amputation or shock hazards when working around moving, rotating or energized parts, jewelry such as rings and neck chains or other such jewelry shall not be worn.
- F. Visitors must also wear appropriate PPE when required. PPE will be provided to visitors that do not have appropriate PPE. Persons without appropriate PPE will be denied access until PPE is obtained and worn.
- G. To ensure the fullest protection, PPE must be kept in good condition. Employees shall report any PPE that is lost, damaged or that malfunctions to his/her Supervisor immediately for repair or replacement.

2. **Types of PPE:**

- A. **Protective Clothing** - Long and short sleeve uniform shirts and long pants are provided where deemed appropriate to protect the legs, arms and torso.
 - 1) Employees shall wear long sleeves when performing work tasks that require protection of the skin as determined by the material safety data sheet (SDS) and/or a JSA. Aprons, arm sleeves, leggings or chaps and coveralls are examples of other types of protective clothing that may also be warranted.
 - 2) Long pants shall be worn unless the team performs a JSA and obtains approval from Department of Administration Safety, the Division Director and Human Resources to establish a policy that identifies specific job tasks for which short pants may be allowed.
 - 3) PPE clothing that is torn, loose or has cuffs is hazardous because it may get caught in rotating parts, and oily clothes may increase flammability. Turn in soiled or damaged uniforms as required for mending, replacement and laundering. Note: Proper laundering instructions of uniforms must be followed to ensure other clothing, i.e., at home, is not contaminated and to preserve protective properties such as fire resistance.
- B. **Foot Protection** - Approved safety shoes shall be worn to protect your feet when performing tasks as determined by the JSA. Refer to the Safety Footwear Policy.
- C. **Head Protection** - Hard hats shall be worn in all construction areas and any other designated locations such as where employees may strike their heads against fixed objects or who work below other workers and who are subject to dropped objects. Head protection must be in accordance with the ANSI Z89.1-2014 or later standard and be of Type I top protection and/or Type II lateral impact requirements and meet Class C (conductive), Class E (electrical), G (general) or HT (higher temperature) requirements, as required.
- D. **Eye and Face Protection** - Proper eye protection (safety glasses, safety goggles, chemical goggles, and/or face shields) shall be worn when the nature of the operation presents a potential eye or face injury. Examples of these hazards include but are not limited to flying objects, dust, hot or splashing metals, caustics or acids, and harmful rays such as from LASER tools. Refer to the Eye and Face Protection Policy and Welding Policy.

- E. **Hand Protection** - Appropriate gloves shall be worn when handling hazards such as but not limited to abrasive materials, heat or chemical products as determined by the MSDS and/or JSA. Gloves should be replaced when damaged or there are apparent signs of excessive wear. Refer to the guidance for selecting appropriate hand protection.
 - F. **Hearing Protection** – Hearing protection shall be worn when the average noise level will exceed 85 dB over the course of an 8hr day or when signs explicitly require hearing protection. Areas of the workplace known to continually exceed 85dB shall be marked with a sign indicating that hearing protection is required. No known jobs or work areas within the Department of Admin currently have a noise level requiring a Hearing Conservation Program. Refer to the Department of Admin Hearing Protection Guidance.
 - G. **Respiratory Protection** - Approved respiratory equipment shall be worn when the worker is exposed to toxic chemicals, dusts, spray painting, or other inhalation hazards. Refer to the Department of Admin Respiratory Protection Policy.
- 3. **Training** – DOA Safety and Supervisors are responsible to ensure employees are fitted, as required, and know how to properly don, doff, maintain and store PPE. Initial PPE training is via an on-line course followed by hands-on instruction as well as feedback during on the job observation.
 - 4. **Enforcement** – Any employee who fails to wear PPE as required by this policy is subject to discipline by his/her Supervisor or management in accordance with the Department of Admin Personnel Policy.

Revisions:

2012 due to changes in ANSI Z89.1-2009

2014 due to changes in ANSI Z89.1-2014